



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: **April 7, 2009** Recruiting Bulletin No. **AF-RCC-30-09-032**
CLOSING DATE: **April 17, 2009 (Extended to allow additional competition)**

PARTNERSHIP SPECIALIST (Bilingual – Hindi/Hindistani Language)
GG-0301-09/11/12
Salary Range: \$49,118 – \$92,594

NUMBER OF POSITIONS: Few

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A appointment with a Not-to-Exceed date of 9/25/2010. May be extended beyond 9/25/2010 if agency needs arise.

AREA OF CONSIDERATION: Dallas, TX

WHO MAY APPLY: All qualified U.S. Citizens

SPECIAL NOTES:

- **Applicant must specify the Location (Dallas, TX) desired to work.**
- **Must submit a separate completed Application for each grade level applied (i.e. GG-09, 11, or 12).**
- **This vacancy is for positions located in Dallas, TX.**
- **Applicant must submit a narrative Evaluation Criteria (KSA's) with your application package. Evaluation Criteria questions can be found after the Qualification Section of this announcement.**
- **Applicant must submit an OF-306 Declaration for Federal Employment with each application package. You can find this form at www.opm.gov/forms.**

SELECTIVE FACTOR: Language Requirement - MUST be bilingual in both English and Hindi/Hindustani language. Hindi/Hindustani language and cultural community experience necessary.

DUTIES:

The incumbent of this position serves as a Partnership Specialist. The Partnership Specialist is responsible for developing partnerships with state, local, and tribal governments; community-based organizations, faith-based groups; schools; media outlets; businesses; and other grassroots entities in communities within the regional office area. The Partnership Specialist also provides support to census field operations such as Recruitment, Be Counted, Questionnaire Assistance Centers, Non-Response Follow-Up, and others. The Partnership Specialist will work under the supervision of a Partnership

Coordinator. The incumbent will conduct research, analyze the regional office area, and assist in the development of the regional plan for the PDS Program for the census. This plan will follow the goals and objectives, overall strategies, and major activities provided by headquarters staff as well as adhere to the budget allocations for the regional office for the planning and implementation of the program.

QUALIFICATIONS:

You may qualify for a position based on your education, experience, or a combination of both.

Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience or education indicated below or a combination of both:

GG-0301-09:

EXPERIENCE: Applicants must have the experience or education indicated below or a combination. You must have one year of specialized experience equivalent to the grade 07 level in the Federal service. Specialized experience is work experience applying communication principles, methods, techniques for the development of campaigns **OR** work experience in editing technical material for targeted audience **OR** work experience interacting and dealing with the public including media, state, and local government officials, community, businesses, and organization program officers.

EDUCATION: Two full years of graduate education or master's degree directly related to the position that provided knowledge of broadcast journalism; print journalism; creative writing; public administration; advertising; composition; mass communication or mass media; public relations techniques; or radio, television, and film production.

GG-0301-11:

EXPERIENCE: Applicants must have the experience or education indicated below or a combination. You must have one year of specialized experience equivalent to the grade 09 level in the Federal service. Specialized experience is work experience applying analytical techniques and interpersonal relations in dealing effectively with targeted audience; and analyzing the views and opinions from organizations and developing recommendations for stimulating interest in activities.

EDUCATION: Three full years of graduate education or the Ph.D., directly related to the position that provided the knowledge of speech communication; broadcast journalism; creative writing; public administration; advertising; mass communication or mass media; public relations techniques; or radio, television, and film production.

GG-0301-12:

EXPERIENCE: Applicants must have the experience indicated below. You must have one year of specialized experience equivalent to the grade 11 level in the Federal service. Specialized experience is work experience conducting public affairs programs involving public information community relations activities and seeking cooperation; and presenting information to

internal and external groups to inform them of program objectives, activities and gaining their cooperation; and (2) ability to present information to the public including media, state, and local government officials, community businesses, and organization program officers.

EDUCATION: No substitution of education for experience is permitted.

Specialized experience is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

You may qualify for a position based on your education, experience, or a combination of both. If qualifying based on education, you MUST submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

EVALUATION CRITERIA: You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledges, skills, and abilities associated with this position as defined below. When describing your knowledges, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **Please do not cut and paste your resume into the Evaluation Criteria. If this is done, your resume and Evaluation Criteria question will not be evaluated and will be rated ineligible. To be considered, applicants must submit a separate, individual statement addressing each of the following:**

Selective Factor:

- A. Ability to read/write/speak Hindi/Hindistani and English as well as cultural community experience in same communities.**

Evaluation Criteria:

- 1. Experience in planning, implementing, and evaluating the goals and objectives of a nationwide and/or regional outreach and promotional program.**
- 2. Experience in developing and nurturing productive partnerships, for the purpose of gaining cooperation and support, with state, local, and tribal governments; community-based organizations; faith-based groups; schools; media outlets; and businesses.**
- 3. Experience writing and developing speeches, presentations, and workshops; delivering speeches, presentations, and workshops; and organizing and conducting meetings and events, all for the purpose of gaining cooperation and support and initiating action.**

Payment of Relocation Expenses **IS NOT** authorized.

For further information on this vacancy you may contact, Brendan P. Haymaker, Human Resources Specialist at 214-267-6900.

HOW TO APPLY: Each applicant MUST submit the following 4 documents:

- (1) Each applicant must submit a completed Application for each grade level applied; using one of the following- Optional Application for Federal Employment (OF-612), **OR** a resume, listing your work duties and accomplishments relating to the job for which you are applying. **If only one application is received and no grade is stipulated, or if multiple grades are stipulated on one application, you will be considered only for the lowest grade level (GG-09) for your application.**
- (2) An OF-306, Declaration for Federal Employment at www.opm.gov/forms
- (3) Evaluation Criteria (KSA's) Narrative Statement
- (4) College Transcripts (if education is used as a qualification factor)

Optional Forms (OF) can be found at www.opm.gov/forms.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including email and zip code), day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- **Veteran's Preference** –
 - Applicants claiming 10-point veterans' preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point Veterans' Preference.
 - Applicants claiming 5-point Veterans' Preference must submit a DD-214 to receive preference.
 - For more information on Veterans' Preference, visit OPM website:
<http://www.opm.gov/veterans/html/vetguide.asp>
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling 214-267-6900.

APPLICATION DEADLINE: All applications **MUST** be **received** by the closing date of the recruiting bulletin. Applications **received** after this due date will not be considered. **Application packages submitted by Fax or E-mail will not be accepted.** Submit all applications to the address listed below:

**Bureau of the Census
Dallas Regional Census Center
2777 N. Stemmons Freeway, Suite 200
Dallas, Texas 75207
ATTN: Brendan P. Haymaker, Human Resources Specialist**

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE / BUREAU OF THE CENSUS IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**1-800-563-6499
TDD (214) 655-5363**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.